



Administrative Regulation 9:5 Policies and Advisory Committee on Naming University Property

Index

[Entities Affected](#)

[Advisory Committee on Naming University Property](#)

[General Guidelines for Naming University Property](#)

[Private Funding Guidelines for Naming University Property](#)

I. Introduction

Naming University structures, properties, or portions thereof, e.g., playing fields, rooms, and plazas, (hereafter “property”) and changing the names of existing property, whether on the main campus or elsewhere, is of interest to the entire University community. An appropriate name accounts for present and possible future uses of the property, reflects functions performed and interests served by the property, and may acknowledge a significant charitable gift or other contribution to the University. This regulation establishes the Advisory Committee on Naming University Property and sets forth the policies for naming University property.

II. Entities Affected

This regulation applies to all employees and units of the University.

III. Advisory Committee on Naming University Property

A. Responsibilities

1. The Committee solicits, receives, and considers proposed names for University properties, in accordance with the guidelines and procedures outlined in this *Administrative Regulation*.
2. The Committee provides advice to the President and the Board of Trustees through the President in matters related to naming University property.

B. Membership

1. The President appoints the Committee members and designates the chair and *ex officio* members.

2. Committee membership is comprised of individuals from the faculty and staff who shall have staggered three-year appointments.

C. Procedures

1. All nominations shall be submitted to the chair of the Committee, together with a statement indicating the suitability of the proposed name in accordance with the guidelines and procedures outlined in this Administrative Regulation.
2. All nominations should conform to these procedures and guidelines. If a peculiarly appropriate name does not so conform, the reasons for setting aside the usual criteria should accompany the nomination.
3. The Committee shall forward specific recommendations regarding names for University property to the Provost or appropriate executive vice president, who subsequently shall make recommendations to the President.
4. The President, or the chair of the Committee through the President, shall seek the approval of the Board:
 - a) For any naming of a major property;
 - b) When the naming involves an individual with particular significance to the University; or
 - c) Whenever the President otherwise deems it to be in the best interest of the University for the Board to approve the name.
5. All nominations shall be held in the strictest confidence by all interested parties until the Board approves a name.

IV. General Guidelines

In recommending names for University property, the Committee shall consider the following criteria:

- A. All University property that is dedicated to highly specialized uses that prevent its conversion to other functions, such as hospitals, residence halls, and athletic facilities, shall carry as part of its name terms that describe its specialized use. However, changes to the property's function may necessitate changes to the property's name. Functionally descriptive names may also be given to general-purpose property.
- B. All residential units, athletic and recreational structures and areas, and specialized-function structures should carry in their names terms describing their uses, such as "House", "Village", "Field", or "Coliseum". Such property shall be given names that carry some general significance for the University as a whole, e.g. Memorial Coliseum.
- C. Service structures should carry functionally descriptive names in addition to any other name given.
- D. When some other name seems more appropriate than a functionally descriptive one, the nominations should demonstrate the remarkable associations of that name, either with the history of the University or the nation or with the advancement of knowledge and learning, and guarantee that it will remain memorable long beyond the lifetime of those who propose the name. Nominations whose claims are parochial, of recent date and untested by the passage of time, or based on personal enthusiasm should be avoided.

- E. Considerable historical perspective should be exercised before proposing names. Nominations of persons on active service with the University, especially where that service is to be performed in a building so named, shall not be considered except in the most extraordinary cases. Names of living persons no longer on active service with the University also should only be proposed in exceptional cases.
- F. It is appropriate to express the esteem and appreciation the University holds for one who has brought honor to the institution by personal accomplishments, or who has given significantly of personal time or charitable gifts, by giving the person's name to a University property. Wherever possible, however, the person's name should be given to a property related to some activity appropriate to that person's field of interest or endeavor.

If personal names are to be considered, first priority should be given to those whose interest in the University has been expressed in some unusually significant manner, or to those whose names permanently and generally symbolize to a unique degree some important aspect of University life or values.
- G. The names of certain existing properties which reflect participation in underwriting their construction by some donor, subscription, or other special circumstance, and whose original use was designed for particular occupants, may come in question when occupancy is changed. In such cases, special consideration should be given to the destination of its original name, and consultations between all interested parties should precede recommendations to the President and the Board of Trustees.
- H. All new property should be named, wherever practicable, by the time preliminary architect's drawings are approved or as far as possible ahead of occupancy. When no final determination of the name of a new building seems appropriate at the time of construction, it shall be given a functionally descriptive name until such time as circumstances warrant a permanent name.
- I. Off-campus properties should be given names that describe their geographical location.
- J. General administrative and multipurpose office and classroom properties serving several disciplines or offices may properly carry names of historical significance to the University as a whole, as distinct from those names of interest only to a particular function or use.
- K. Property devoted to the interests of a single administrative or academic unit may carry names associated historically with that field of study or endeavor or names of those whose interests in that field and in the University merit the honor.
- L. The names of rooms in, or of spaces within or adjoining, properties whose use will be confined to their occupants shall be left to the discretion of the University officials responsible for administering the space during their term of occupancy, subject only to the approval of the Advisory Committee on Naming University Property and the provisions of the guidelines contained in this Administrative Regulation.

V. Funding Guidelines for Naming University Property

Privately-funded University property (e.g. structures, playing fields, plazas, etc.) shall be named only upon the following terms and conditions:

- A. The private funding shall constitute a significant portion of the fundraising goal for the property, as determined by the President, Executive Vice President for Finance and Administration, Vice President for Philanthropy, and appropriate dean or director.
- B. The gift agreement shall be legally binding on the donor's estate, unless the Vice President for Philanthropy grants an exemption upon consultation with the President and Executive Vice President for Finance and Administration.

- C. Subject to the requirements and guidelines established in this *Administrative Regulation*, and upon recommendation of the Committee on Naming University Property and the approval of the President and the Board of Trustees, property supported with private funds shall be in the area of the donor's choice and shall bear the donor's name or a name of the donor's selection.

References and Related Materials

AR 8:4, Endowment and Naming Policies for Faculty Support, Undergraduate and Graduate Student Support, and Program, Unit, and Research support

Revision History

4/4/1972, 6/13/1983, 7/1/1983, 1/26/2009, 6/8/2017

For questions, contact: [Office of Legal Counsel](#)